# ARTS IN EDUCATION GRANT

How to write a successful grant application

Where To Start?

Read the Guidelines!

- Understand the program for which you are applying
- Make no assumptions – pay attention to the details
- Are you eligible? Is the program a good fit for your project idea?
- Compare the payment and reporting schedule to your project timeline
- Determine if you can fulfill the responsibilities of being a grantee

Preparation is Key!
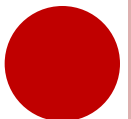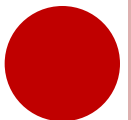
WHAT WILL I NEED?

A Purpose:

- What do you want to accomplish with the project?
- Identify a partner who can help you achieve your goals
- Review the scoring criteria

A Plan:

- Organize your thoughts
- Read through the application prior to writing
- Gather the necessary information
- Articulate your goals and how you will measure them

TIME: Start Early!

GRANT WRITING TIPS

- Be clear, concise, and confident
- Answer the questions asked
- Make sure your budget pages match
- Your narrative, timeline, and budget should connect with one another
- Check for typos/grammatical errors
- Ask someone to proofread for clarity
- Follow every instruction closely

Don't Miss the Deadline!
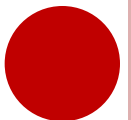
SUCCESSFUL APPLICATIONS...

- Are well organized and clearly written
- Get the reader excited about the project
- Contain achievable goals
- Identifies an experienced partner
- Articulates clear impact
- Fulfill the scoring criteria and program purpose
- Includes a reasonable and balanced budget

Advocate for your Project!
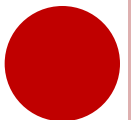
ASK QUESTIONS

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